

Nova Scotia College of Dietitians and Nutritionists

2023 License Renewal Instructions



STEP 1: CONTINUING COMPETENCY PROGRAM (CCP)

The CCP Toolkit and resources are posted on the NSCDN website under [DIETITIANS/COMPETENCY PROGRAM](#). Access your online learning log and the Jurisprudence e-Learning Module by logging in through [MEMBERSHIP RENEWAL](#). Do not submit your professional portfolio unless it is requested. Please complete the learning log and e-Learning Module **before** submitting the Online Renewal Application. The learning log and e-Learning Module are due to be completed every year. If you successfully completed the November 2022 sitting of the Canadian Dietetic Registration Examination (CDRE), you are not required to submit a learning log or complete the e-Learning Module until the 2024 renewal deadline. If you became licensed with NCDN under labour mobility after December 1, 2022, you are due to submit a learning log by the 2023 renewal deadline. However, you are not due to complete the e-Learning Module until the 2024 renewal deadline.

STEP 2: ONLINE RENEWAL APPLICATION

To complete the Renewal Application, log-in through [MEMBERSHIP RENEWAL](#). Your username is the email address currently in the system. Under APPLICATIONS, click on LICENSE RENEWAL and click “edit” to update the information on the Renewal Application. If your name has changed, email registration@nscdn.ca and upload proof of name change. If your email address has changed, log-in and change your email address by clicking on your name at the top right corner of the screen and clicking “Account.” Click “TECH SUPPORT” if you have difficulty submitting the online form.

NEW FOR 2023 - Insurance: Upload proof of insurance under 'Supporting Documents.' This should be a document that contains policy number, effective dates, name of insured and insurer and policy details indicating that it meets NSCDN's requirements. Those employed by NSH or IWK are not required to upload proof of insurance.

STEP 3: RENEWAL FEES

The renewal fee for registration from April 1, 2023 to March 31, 2024 is \$400.

Payment options:

- Interac e-transfer to financial@nsdassoc.ca through your online banking site.
- Mail a cheque or money order payable to NSCDN. There is a \$25 fee for NSF cheques. This year, there is not an option to pay in two installments.
- Payment is possible online by credit card for your convenience. However NSCDN incurs substantial service charges with this payment option. **Payment by e-transfer or cheque is preferred.**

STEP 4: CONFIRMATION OF LICENSE RENEWAL

A complete renewal package must be received by midnight on March 31, 2023 to avoid a late fee penalty. If renewal is late or incomplete, a late fee of \$200 in addition to the cost of renewal is due before the license is renewed. To resign in good standing, email registration@nscdn.ca by the renewal deadline.

A complete renewal package consists of:

- Completion of the online learning log and Jurisprudence e-Learning Module (if applicable)
- Updated Renewal Application Form
- Payment of fees

You will receive an email confirmation of your license renewal status. This may take up to three business days.

Access your license certificate and receipt by logging in under [MEMBERSHIP RENEWAL](#). Under APPLICATIONS, click on MY APPLICATIONS.

The Nova Scotia College of Dietitians and Nutritionists

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